



MUSLIM CHAPLAIN
Final Filing Date: 10/31/08

OPEN - SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENT OF CORRECTIONS AND REHABILITATION
SPOT EXAMINATION FOR:
California Men’s Colony

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing period(s) for this examination is: **January – December**. Applications will not be accepted on a promotional basis.

NOTE: The wearing of denim or gray sweats on institution grounds is prohibited.

HOW TO APPLY Submit applications to the Local Testing Office(s) listed below. Candidates may only establish eligibility in one location. Applications may be filed in person or by mail.

Submit Examination Application (Std. Form 678)

By mail with: or

In person with:

California Men’s Colony
ATTN: Nicole Gutierrez
Delegated Testing Office
P. O. Box 8101
San Luis Obispo, Ca. 93409-8101

California Men’s Colony
Attn: Nicole Gutierrez
Delegated Testing Office
Highway 1
San Luis Obispo, Ca. 93409

If you are personally delivering your application, you must do so between the hours of 7:30 a.m. and 4:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above.

NOTE: Only applications with an original signature will be accepted. The wearing of denim or gray sweats on institution grounds is prohibited.

APPLICATION DEADLINE/ REQUIREMENTS **October 31, 2008** is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination at the time he/she files his/her application.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during **December/January 2008**.

SALARY RANGE(S) As of: **September 18, 2008**

\$3894 - 4867 Per Month

MINIMUM QUALIFICATIONS Currently in good standing with the American Muslim Community, verified and approved by the local resident Imam where the applicant attends as a member. All candidates must attach to their application a letter of certification of good standing issued by the local resident Imam.

and
Education: Completion of at least two years of Islamic Religious studies, including Islamic History, the Holy Quran, Principles of Faith and Articles of Faith in any masjid or college.

and
Experience: Completion of the equivalent of one year of full-time supervised clinical or field training in the community. Such training to include Islamic religious counseling and guidance, religious education, and the care and welfare of the family as it relates to religious education.

and
Completion of no less than two years’ experience as an Iman or Instructress in the Islamic religion in a public or private institution or masjid.

Special Personal Characteristics: Insight into factors involved in the proper human development and of behavior problems, including a knowledge of mental disorders and principles of mental hygiene; demonstrated aptitude for working effectively with the socially abnormal; interest in the welfare and spiritual needs of institution residents; emotional stability; adaptability; firmness; patience; self-control; tact; good dress; neat personal appearance; pleasant and wholesome personality; good judgment in moral, ethical, and religious matters.

EXAMINATION PLAN This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

EXAMINATION
PLAN (CONTINUED)

Qualifications Appraisal -- Weighted 100.00%

- Scope:**
Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:
- A. Knowledge of:**
- 1. Factors involved in the development of behavior problems, including a knowledge of mental disorders and principles of mental hygiene
 - 2. Purposes of mental and correctional institutions
 - 3. Methods of rehabilitation
- B. Ability to:**
- 1. Organize, prepare, and conduct Islamic religious services and courses on ethics, religion, and sacred music
 - 2. Counsel institution residents and their families on moral and ethical problems
 - 3. Establish rapport with institution residents
 - 4. Analyze situations accurately and adopt an effective course of action

If conditions warrant, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

ELIGIBLE LIST
INFORMATION

A separate eligible list will be established to fill vacancies for the institution(s) listed above.

The list(s) will be abolished **24** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

The **Muslim Chaplain**, under direction, provides spiritual and moral guidance to State institution residents, to conduct Islamic religious services and instructions; interviews and counsels juvenile or adult offenders on ethical and moral problems and spiritual matters; presides at Jumah Prayer services, Eids and Taiwah, Ramadan and other Islamic days of religious observance, and conducts other Islamic services as needed by the residents; organizes and instructs classes in Islamic religion and ethics; cooperates with other staff members in carrying out the institution treatment program; supervises the arranging of programs conducted in the institution by visiting religious and allied groups; assists in problems involving welfare agencies where family help is needed; visits the sick; works with residents in their group and club activities; counsels with families on problems involved in rehabilitation; explains and interprets the institution's religious program to community groups; serves, when designated, as a member of or consultant to the institution Classification Committee; and does other related duties.

Position(s) exist with the California Department of Corrections and Rehabilitation at the location(s) listed above.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/
CAREER CREDITS

Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Delegated Testing Office at 805-547-7943 three weeks after the final filing date if he/she has not received his/her progress notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

Veterans Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS